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CITY OF GREENVILLE

POLICY NO. HR-9

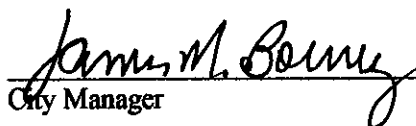
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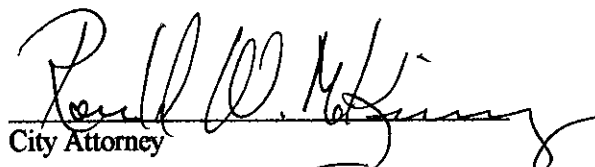
SUBJECT: Benefits and Supplemental Compensation Programs

CONTENTS

- I. Purpose
- II. Scope
- III. Policy
- IV. Procedures
 - A. Benefit Plans
 - B. Longevity Bonus
 - C. Severance Pay
 - D. Workers' Compensation

APPROVALS:


City Manager


City Attorney


Human Resource Director

I. **Purpose**

The purpose of this policy is to define additional compensation programs offered by the City of Greenville.

II. **Scope**

This policy applies to all eligible classifications of employees.

III. **Policy**

It is the policy of the City of Greenville to provide its eligible employees programs which supplement and/or complement regular pay for the work performed for the City.

IV. **Procedures**

A. **Benefit Plans**

The City of Greenville, in recognition that the service of employees merits recognition beyond salary compensation, offers a complete package of local, federal government, and state-related benefits, some of which require participation and some of which are voluntary as to participation. All such benefit plans are administered by the Human Resource Department. Additional information specifically pertaining to the offered plans is made available to the employees upon enrollment as a participant. These benefits include employer-paid FICA (Social Security and Medicare) contributions, retirement contributions to the appropriate State or local retirement program, employee life insurance, disability insurance, medical and dental insurance, and other voluntary insurance programs.

B. **Longevity Bonus**

The City of Greenville recognizes long and faithful service of employees by providing a monetary longevity bonus every fifth anniversary of an employee's hire date. This longevity bonus, described in the Service Awards program of Policy HR-24 (Employee Recognition and Awards), pays longevity bonuses according to the following schedule, which the City reserves the right to revise from time to time. (See also HR-24)

<u>Continuous Years of Service</u>	<u>Service Pins Year of Award</u>	<u>Longevity Bonus in Year of Award</u>
Below 5	0	No Bonus Paid
5	5th	2% of Base Pay not to exceed \$1,000
10	10th	3% of Base Pay not to exceed \$1,500
15	15th	4% of Base Pay not to exceed \$2,000
20	20th	5% of Base Pay not to exceed \$2,500
25	25th	6% of Base Pay not to exceed \$3,000
30	30th	7% of Base Pay not to exceed \$3,500
35	35th	8% of Base Pay not to exceed \$4,000
40	40th	9% of Base Pay not to exceed \$4,500
45	45th	10% of Base Pay not to exceed \$5,000
50	50th	11% of Base Pay not to exceed \$5,500

C. **Severance Pay**

Upon recommendation of the Human Resource Director, the City Manager may approve severance pay when employees are terminated by the City "without prejudice" as determined by their management. If granted, severance pay will be a minimum of one week's pay per year of service. Terminated "without prejudice" means termination of employment for reasons *other than* willful or negligent failure to perform the duties of the job or position, or specific violations of workplace standards, ethics, or policies. This may include job elimination, or an employee's simple inability to thoroughly perform the duties of the position even though the employee makes every effort to perform effectively.

D. **Workers' Compensation**

1. **Applicability**

This procedure shall apply to all City employees entitled to receive benefits under South Carolina's Workers' Compensation laws.

2. Eligibility

Eligible employees are those who have become disabled as a result of sustaining a compensable job-related injury/illness or occupational disease while working for the City of Greenville.

3. Definitions

Disability under SC law, section 42-1-120, is defined as “incapacity because of injury to earn the wages which the employee was receiving at the time of injury in the same...employment.” The first day of disability is the first authorized workday absent due to a compensable job-related injury/illness.

Job-related Injury/Illness is defined in SC law, section 42-1-160, as “injury by accident arising out of and in the course of employment [with the City of Greenville] and shall not include a disease in any form, except when it results naturally and unavoidably from the accident and except for diseases which are compensable under the provisions of Chapter 11 of this Title.”

Occupational Disease is defined as “a disease arising out of and in the course of employment [with the City of Greenville] which is due to hazards in excess of those ordinarily incident to employment and is peculiar to the occupation to which the employee is engaged.” (SC 42-11-10).

Workers' Compensation Weekly Benefits are defined as the monetary compensation issued to an employee for temporary total disability (TTD) or temporary partial disability (TPD) from work resulting from a compensable job-related injury/illness, as defined by South Carolina Workers' Compensation law. (SC 42-9-10). TTD weekly benefits are calculated at 66^{2/3}% of the employee's average weekly wage up to a statutory maximum. SC Workers' Compensation law dictates that weekly benefits be paid to an injured employee whose injury results in more than seven (7) calendar days of disability. The law further states that the employee does not receive benefits for the first seven (7) days of disability unless he/she is disabled for fifteen (15) or more calendar days.

Transitional Work is defined as job assignments, whether or not within the employee's regularly assigned department, which the City needs done, which an employee can perform within his/her medical restrictions, and which are limited to a specific time period. The nature of transitional

work may change in response to changes in the employee's condition, on-going medical treatment, physical therapy, etc. Transitional work will be provided in accordance with HR-28.

4. Requirements

- a. To be compensated with Workers' Compensation Benefits, an employee must:
 1. Report a compensable job-related injury/illness to his/her supervisor within 48 hours of occurrence.
 2. Ensure that his/her supervisor/department has reported the incident to the City's Occupational Health Nurse.
 3. Obtain appropriate medical attention from the City's approved physician(s) and facilities (or the nearest source if the injury/illness is life threatening).
 4. Be authorized to be absent from work as a result of a disability arising from that compensable job-related injury/illness.
 5. Cooperate with recommended treatment and provide follow-up reports when requested.
- b. The City's Occupational Health Nurse and the employing department will be responsible for monitoring all authorized absences extending beyond seven (7) calendar days (consecutive or otherwise) and for keeping the Human Resource Department and the Risk Manager informed of the situation. The intent is to show appropriate concern for the employee as well as to provide any assistance deemed appropriate.
- c. Employees on workers' compensation leave of absence may be removed from leave and be required to return to transitional work, if medically approved, and if transitional work is available. Transitional work assignments may be reviewed and approved by the Disability Management Committee in accordance with HR-28. Refusal to perform transitional work assignments, however, may result in the loss of Workers' Compensation benefits and possible disciplinary action by the City. The City, on the other hand, is under no obligation to provide transitional work opportunities if appropriate assignments are not available.
- d. Employees will become disqualified for authorized workers' comp leave and related benefits if they perform work for any employer other than the City of Greenville or if they perform any work, self-employed or otherwise, that is prohibited by the employee's attending physician.

Disqualification from authorized leave can also occur if the employee refuses medical examination or treatment by the City's Occupational Health Center or its designee. Such refusal may also result in disciplinary action by the City.

- e. When an employee's physical or mental condition has been determined by the City's Doctor and Occupational Health Nurse, and/or by a designated specialist, to be a permanent total or partial incapacitation that will prevent the employee from returning to his/her normal duties with the City, the employee will be counseled regarding seeking alternative employment with the City in a job whose essential duties fall within his/her physical limitations to perform, with or without accommodation. If no suitable job openings are available, disability options and/or administrative termination will be discussed. The Disability Management Committee will meet, confer and agree on an appropriate recommendation for settling the employee's employment status in accord with HR-28.
- f. Any employee absent from work due to a job-related injury or illness must be released for return to work by the City's Occupational Health Center. The employee must present an authorization to return to work to his/her supervisor prior to resuming any work for the City.